

McKinney-Vento District Homeless Education Liaisons From the Educational Entity Master (EEM) 2011 - 2012

TO LOCATE A SINGLE DISTRICT LIAISON:

- Go to the EEM website: <http://136.181.145.66/eem>
- Click "Search "
- Click "Quick"
- Search by Characteristic
- In the "Choose Type of Entities window," check the appropriate selection:
 - ISD District OR
 - LEA District OR
 - PSA District
 - *****Do not check ISD School, LEA School, or PSA School***
- Click - Status: Open-Active
- Click "Search"
- On bottom left of the screen that is returned, click on "Mailing/Contacts"
- **In the "Mailing Labels & Contact List" window, check "Homeless Education Liaison," currently last on the list**
- Select "Download" with "Excel" showing, unless you want another format

STEPS TO DOWNLOAD HOMELESS EDUCATION LIAISONS FROM EEM:

- Go to the EEM website: <http://136.181.145.66/eem>
- Click "Search "
- Click "Quick"
- Search by Characteristic
- In the "Choose Type of Entities window," check:
 - ISD District
 - LEA District
 - PSA District
 - *****Do not check ISD School, LEA School, or PSA School***
- Click - Status: Open-Active
- Click "Search"
- On bottom left of the screen that is returned, click on "Mailing/Contacts"
- **In the "Mailing Labels & Contact List" window, check "Homeless Education Liaison," currently last on the list**
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When you save this document, it will save in an HTML format unless you select Excel in the "Save as type" option in the Save As window.